

## **Appendix E**

### HSIP Application Checklist

## Highway Safety Program (HSP) Application Checklist

- HSP Application Form (with signature)
- Sketch map of the proposed improvement
- Crash Summary Sheet (from B/C worksheet)
- Copy of FR300s on the Crash Summary Sheet
- A detailed breakdown of project cost by PE, R/W and Utilities, and Construction estimate from VDOT's Project Cost Estimation System (PCES) worksheets
- B/C worksheet based on Crash Summary Sheet and Cost Estimate
- Additional photos and maps of the area are encouraged
- Project Status Report Form (submit after authorization to proceed)

In addition to above hard copy documents, please provide:

- Electronic submission** to [HSIProgram@virginia-dot.org](mailto:HSIProgram@virginia-dot.org) with email subject: "HSP\_2007\_Physical Jurisdiction\_Project## by Applicant"

### Attachments:

- HSP.App\_2007\_Physical Jurisdiction\_Project##.doc.
- HSP.BC\_2007\_Physical Jurisdiction\_Project##.xls
- HSP.SR\_2007\_Physical Jurisdiction\_Project##.doc (submit after authorization to proceed)

## Bike and Pedestrian Safety Program (BPSP) Application Checklist

- BPSP Application Form (with signature)
- Sketch map of the proposed improvement
- Crash Summary Sheet (from B/C worksheet), if applicable
- Copy of FR300s on the Crash Summary Sheet, if applicable
- A detailed breakdown cost by PE, R/W and Utilities, and Construction estimate from VDOT's Project Cost Estimation System (PCES) worksheets
- Additional photos and maps of the area are encouraged
- Project Status Report Form (submit after authorization to proceed)

In addition to above hard copy documents, please provide:

- Electronic submission** to [HSIProgram@virginia-dot.org](mailto:HSIProgram@virginia-dot.org) with email subject: "BPSP\_2007\_Physical Jurisdiction\_Project## by Applicant"

### Attachments:

- BPSP.App\_2007\_Physical Jurisdiction\_Project##.doc.
- BPSP.SR\_2007\_Physical Jurisdiction\_Project##.doc (submit after authorization to proceed)

## Highway-Rail Grade Crossing Safety Program (H-RGCP) Application Checklist

- H-RGCP Application Form (with signature)
- Sketch map showing the scope of work (footprint of the scope of work) as it relates to the actual improvement at the specified location
- Additional photos and maps of the area are encouraged
- Project Status Report Form (submit after authorization to proceed)

In addition to above hard copy documents, please provide:

- Electronic submission** to [HSIProgram@virginiadot.org](mailto:HSIProgram@virginiadot.org) with email subject: "H-RGCP\_2007\_Physical Jurisdiction\_Project## by Applicant"

**Attachments:**

- H-RGCP.App\_2007\_Physical Jurisdiction\_Project##.doc
- H-RGCP.SR\_2007\_Physical Jurisdiction\_Project##.doc (submit after authorization to proceed)